

Instructions for Registering to Participate in E-Verify

Persons registering for E-Verify are required to answer the questions shown below. This image is similar to the screen agencies will see during the registration process.

Registration for E-Verify


The E-Verify program, formerly known as Basic Pilot or the Employment Eligibility Verification System (EEVS), is jointly administered by the Department of Homeland Security (DHS) through United States Citizenship and Immigration Services (USCIS) and the Social Security Administration (SSA). This program allows participating employers to verify whether newly hired employees are authorized to work in the United States by checking the information provided by the employees on their Form I-9 against both DHS and SSA databases. Participation in E-Verify is currently free to employers.

You will register for E-Verify only once. If your account will have multiple Users, you must add them to the same account. You may add multiple Users during the registration process, or after registration through the E-Verify web portal. **NOTE: Before registering, please check with other employees in your company to make sure no one else has already registered.** Duplicates will be flagged for deletion.

There are several ways to use E-Verify. Please read the following descriptions and answer all four questions before proceeding to the next page.


1. Employer Access Method

Nearly all E-Verify participants, regardless of business size or structure, are registered as an **Employer**. The Employer Access Method allows your company to electronically verify the employment eligibility of your newly hired employees.

- Would you like to register your company as an Employer? 
☐ Yes ☐ No


2. Designated Agent Access Method

The Designated Agent Access Method allows you to act on behalf of other companies to verify the employment eligibility of their newly hired employees. This type of access allows you to individually track your clients' reporting, billing and compliance needs. This Access Method also allows your company to verify its own new hires.

- Would you like to register your company as a Designated Agent? 
☐ Yes ☐ No


3. Support Role: Corporate Administrator

Some companies may have E-Verify accounts for multiple offices or locations. The Corporate Administrator role allows you to create, manage, and oversee these accounts. You can view reports and administer new and existing E-Verify accounts. Your Corporate Administrator account does not allow you to perform employment eligibility verifications for your location. However, you may perform verifications by creating an Employer Access Method account for your location within your Corporate Administrator account.

- Would you like to register as a Corporate Administrator? 
☐ Yes ☐ No

4. Alternative Access Method: Web Services

The Web Services Access Method requires a company to develop software that interfaces with USCIS to perform employment eligibility verifications of newly hired employees. Your company's software will extract data from your existing system or an electronic Form I-9 and transmit the information to government databases. If you choose this option, you will be sent the Employer Web Services Interface Control Document (ICD). The ICD contains the information you need to develop and test your software interface.

- Would you like to register for Web Services? 
☐ Yes ☐ No

Users can access E-Verify using any Internet-capable Windows based personal computer and a web browser of Internet Explorer 5.5 or Netscape 4.7 or higher (with the exception of Netscape 7.0).

To participate, an employer must register online and accept the electronic Memorandum of Understanding (MOU) that sets forth the responsibilities of the SSA, USCIS and the employer.

To register, answer all four questions above and click the "Begin Employment Verification Registration" button shown below. At the end of the registration process, all registered Users will receive an email with their user names and passwords.

If your company is using "Spam Blocking" software on your email, have the following email address added to the filter on the server before registering your company for an E-Verify account:

Employer.Pilots@dhs.gov

If your email server rejects our system-generated email, you will not be able to log into your company account.

If you need assistance in completing the registration process or need additional information relating to E-Verify, please call the USCIS Verification Division toll free at 1-888-464-4218.

MOU Signatory Page

Once you have answered the questions above and click “next”, the following information will need to be entered on the MOU signatory page:

- Last Name
- First Name
- Middle Initial
- Phone Number
- Fax Number
- Email Address
- And whether the person needs “Program Administrator” access
 - **Select “yes” to Program Administrator access in order to be able to create additional accounts and manage existing accounts**
- **NOTE: The contact information on this page should be the person who has signatory authority and whose name will appear on the Memorandum of Understanding.**

The screenshot shows a web browser window titled "Registration - Windows Internet Explorer". The address bar displays the URL: <https://www.vis-dhs.com/EmployerRegistration/MouNotice.aspx?JS=YES>. The page content is titled "MOU Signatory" and features the "E-Verify Employment Eligibility Verification" logo at the top. Below the logo, there is a blue instruction box that reads: "Please enter point of contact information for the person who has signature authority and whose name will appear on the Memorandum of Understanding. This person may also become an E-Verify User by selecting 'yes' to the question below." The form fields are as follows:

- Last Name: Stockton
- First Name: April
- M.I.: (empty)
- Phone Number: (803) 737-4698 ext. (empty)
- Fax Number: (803) 737-0968
- E-mail Address: astockton@ohr.sc.gov
- Confirm E-mail Address: astockton@ohr.sc.gov
- Does this person need Program Administrator access to E-Verify? Yes (selected)

At the bottom of the form, there are "Back" and "Next" buttons.

Company Information Page

After the MOU signatory page has been completed, the company information will need to be provided. The following is the information required:

- Company Name
- Physical Location
- Mailing Address (if different from physical location)
- Employer Identification Number
- Number of Employees (ranges)
- Corporate/Parent Company *
- Is your organization a part of the federal government?

* **NOTE:** For the Corporate/Parent Company, enter “South Carolina State Office of Human Resources”

The screenshot shows a web browser window titled "Registration - Windows Internet Explorer" with the address bar displaying "https://www.vis-dhs.com/EmployerRegistration/Registration.aspx?JS=YES". The page contains a registration form with the following sections:

- Zip Code:** A text input field.
- County / Parish:** A dropdown menu.
- Mailing Address (Provide if different from physical location.):** A section containing:
 - Address 1:** A text input field.
 - Address 2:** A text input field.
 - City:** A text input field.
 - State:** A dropdown menu.
 - Zip Code:** A text input field.
- Enter Additional Information:** A section containing:
 - Employer Identification Number:** A text input field with a red asterisk, with the text "(also known as Federal Tax ID Number)" below it.
 - Total Number of Employees:** A dropdown menu with a red asterisk, with the text "(including full-time, part-time, and seasonal employees of the site(s) being verified for)" below it.
 - Enter Corporate / Parent Company:** A text input field with a red asterisk, followed by a "Search" button. This entire row is highlighted with a red rectangle.
- Is your organization part of the federal government?:** Radio buttons for "Yes" and "No".
- Navigation:** "Back" and "Next" buttons.

At the bottom of the page, there is a footer with the text "U.S. Department of Homeland Security | U.S. Citizenship and Immigration Services". The Windows taskbar at the bottom shows the "start" button, several open applications (Microsoft Word, Microsoft Excel, Email E-Verif..., Document1, Document2, Internet Explorer), and the system clock showing "4:24 PM".